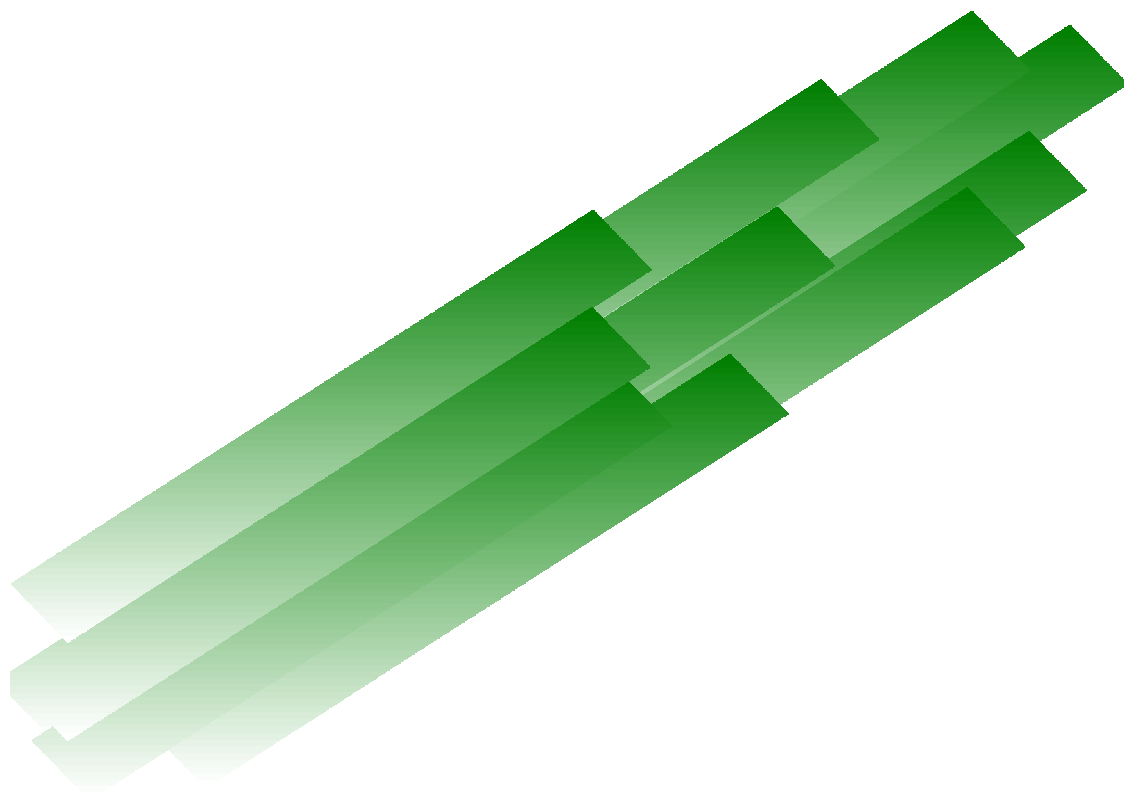


# **Guidance for Industry**

## **Organization of an Abbreviated New Drug Application and an Abbreviated Antibiotic Application**



**U.S. Department of Health and Human Services  
Food and Drug Administration  
Center for Drug Evaluation and Research (CDER)  
April 1997**

OGD 1

# **Guidance for Industry**

## **Organization of an Abbreviated New Drug Application and an Abbreviated Antibiotic Application**

Additional Copies are available from:

The Drug Information Branch  
Division of Communications Management, CDER, FDA, HFD-210  
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(Internet) <http://www.fda.gov/cder/guidance.htm>

**U.S. Department of Health and Human Services  
Food and Drug Administration  
Center for Drug Evaluation and Research (CDER)  
April 1997**

# **GUIDANCE FOR INDUSTRY<sup>1</sup>**

## **ORGANIZATION OF AN ABBREVIATED NEW DRUG APPLICATION AND AN ABBREVIATED ANTIBIOTIC APPLICATION**

### **I. INTRODUCTION**

This guidance describes the recommended organization of abbreviated new drug applications (ANDAs) and abbreviated antibiotic applications (AADAs) and related submissions. Some ANDA and AADA submissions are difficult to review because they are complex, voluminous, or poorly organized. An application submitted with the proper jacket, organized with a clear table of contents and corresponding tabs, and with correct pagination makes the review process easier and more efficient. This guide summarizes one way an application can be organized that will be acceptable to the Food and Drug Administration (FDA). This guidance document replaces the Office of Generic Drugs Policy and Procedure Guide 30-91.

### **II. DEFINITIONS**

#### **A. Abbreviated Application**

An application described under 21 CFR § 314.94, including all amendments and supplements to the application. The term applies to both abbreviated new drug applications and abbreviated antibiotic applications.

#### **B. Archival Copy**

A complete copy of the an abbreviated application intended to serve as the official reference source for the Agency.

#### **C. Field Copy**

A duplicate of the archival copy to be submitted to the applicant's home FDA District Office.

#### **D. Review Copy**

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<sup>1</sup>This guidance has been prepared by the Office of Generic Drugs in the Center for Drug Evaluation and Research (CDER) at the Food and Drug Administration. This guidance document represents the Agency's current thinking on the organization of an abbreviated application. It does not create or confer any rights for or on any person and does not operate to bind FDA or the public. An alternative approach may be used if such approach satisfies the requirement of the applicable statute, regulations, or both.

A duplicate of the archival copy for use by Agency reviewers.

### **III. POLICY**

#### **A. Archival, Review, and Field Copy**

An ANDA and AADA applicant should submit archival, review, and field copies of the application in English.

The archival copy is a complete copy of an application and is intended to serve as the official reference source for the Agency. After an application is approved, the archival copy is retained by the Agency and serves as the sole file copy of the approved application. The review copy is destroyed. If there is a requirement for a bioequivalence study, then the review copy is divided into two parts containing the scientific information needed for FDA review of the application by different scientific reviewers. One part should contain information about chemistry, manufacturing and controls, and one part should contain information about bioavailability and bioequivalence.

Each part contains sections (e.g., "Labeling") that permit concurrent review of the application by various review disciplines. (See Review Copy--Additional Guidance for further explanation.)

An applicant may submit all or portions of the archival copy of the application in any form that the applicant and FDA agree is acceptable. Submission of electronic versions of the application are welcome, but should be discussed with the Office of Generic Drugs prior to actual submission.

Each application should be submitted in color-coded jackets. Information about the volume size and identification, the jacket specifications (including color coding), the size and quality of paper for text, and mailing instructions are shown in Attachment B.

#### **B. Cover Letter**

Each submission (whether original, amendment, supplement, or annual report) should include a dated cover letter with a clear, brief introductory statement. The cover letter should be on the letterhead of the applicant or the applicant's agent. If letterhead other than that of the applicant is used, an explanation of why the applicant's letterhead was not used should be included. The cover letter should assist the reviewer by including, at a minimum, the following:

1. Purpose of the submission;

2. Type of submission (ANDA, AADA, amendment, supplement, annual report, or resubmission as a result of prior withdrawal of an application);
3. Name, title, signature, and address of the applicant;
4. Proprietary name (if any) and established name of the drug product;
5. Number of volumes submitted.

For amendments, supplements, and annual reports, either the cover letter or the narrative for the section that was changed by the new submission should contain a description of the specific changes to previously submitted material. A comparison between the new information and the old information is preferred.

The cover letter should include a clear heading for special situations, such as: "Major" or "Minor" Amendment, or "Special Supplement--Changes Being Effected," or "Supplement--Expedited Review Requested."

#### C. Table of Contents

Each original application or other submission, as applicable, should include a table of contents. The purpose of the table of contents is to tell the reviewer where information can be found in the application. Attachment C provides a suggested table of contents for a typical ANDA. Attachment C is intended to complement the applicable regulations and can be used for general guidance in assembling the application, but should not be relied on solely for determining contents of the submission. Although not all sections apply to AADAs, this table of contents may be adjusted to accommodate the specific needs of the AADA.

If a section of the suggested table of contents is not used, insert a page behind the tab for that section (see below) and state "not applicable" in the table of contents and in the text. If a new subsection (line item within a section currently on the table of contents) is added to the table of contents, modify the application accordingly. Additional sections should be placed at the end of the table of contents and begin with number XXII (see suggested table of contents).

If the archival or review copy of the application requires more than one volume, the table of contents should be duplicated and placed in each volume. Thus, the same table of contents should be used in all jacketed volumes. (See Review Copy--Additional Guidance for further explanation regarding the separation of the review copy.)

#### D. Tabs

The contents of the submission should be organized by sections, and each section should be identified by a tab that corresponds to the section set forth in the table of contents. The tab shows the number and brief descriptive name of the section it identifies (e.g., Attachment C, "Section VI--Bioavailability/Bioequivalence").

Applicants may also use tabs for subsections within a section. In this event, use of a different color tab for subsections is useful. However, too many tabs may result in an unwieldy application.

#### E. Pagination

All pages of the archival copy of the application (except the tab pages) should be numbered in sequence. The sequence begins with page number one for the front side of the Application Form (Section I of Attachment C) and increases consecutively to the last page of the application. The sections and line items in the table of contents should accurately reflect the page numbers of the corresponding text.

The page number should be placed on the bottom center of each sheet of paper. Each submission after the original application (e.g., amendments or supplements) should also begin with page one and run consecutively to the end of that submission.

Correct pagination is essential to the reviewer in locating material in an application. Correct, consistent pagination between the text and the table of contents is especially important when an application consists of more than one volume.

#### F. Review Copy -- Additional Guidance

In addition to the archival copy, the applicant should submit a review copy. The review copy may contain two parts if bioavailability/ bioequivalence data is required, one part containing primarily chemistry, manufacturing, and controls data and the other part containing bioavailability/bioequivalence data. (Note that there will be gaps in the page numbering of the review copy if a bioavailability/bioequivalence part is required, since neither part contains all sections in the archival copy. See Attachment A.)

Each part may contain one or more volumes, depending on the size of the submission.

Each volume of the review copy should contain the complete table of contents, identical to that of the archival copy.

For identification purposes, the chemistry, manufacturing, and controls review part should be contained in a red jacket (or jackets), while the bioavailability/bioequivalence

review part should be contained in an orange jacket (or jackets).

Sections contained in the review copy should be identical to those of the archival copy, including use of the same page numbers.

For the typical ANDA (see Attachment C), both parts will contain Sections I through V, and VII. The chemistry, manufacturing, and controls part will also contain Sections VIII through XXI, and the bioavailability/bioequivalence part would contain Section VI (see Attachment A).

#### G. Field Copy--Additional Guidance

In addition to the archival copy, domestic applicants must submit a certification ( 21 CFR 314.94) that a “true” third/field copy of the technical sections (Chemistry, Manufacturing and Controls) of the application has been submitted to the appropriate FDA District Office.

Foreign applicants should submit the field copy to the Office of Generic Drugs. (See Attachment B for mailing address and specifications.)

## **ATTACHMENT A**

### **COMPOSITION OF REVIEW COPIES**

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The following table illustrates the suggested separation of text for the "red" part of the review copy containing chemistry, and for the "orange" part of the review copy containing bioavailability/bioequivalence. The "sections" referred to are those shown on the suggested table of contents in Attachment C.

**TABLE: COMPOSITION OF REVIEW COPIES  
CORRESPONDING TO SUGGESTED TABLE  
OF CONTENTS (ATTACHMENT C)**

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<b>SECTION</b>	<b>RED COPY</b>	<b>ORANGE COPY</b>
I	X	X
II	X	X
III	X	X
IV	X	X
V	X	X
VI (BIO)	-	X
VII	X	X
VIII - XXI	X	-

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## ATTACHMENT B

### SUGGESTED SPECIFICATIONS

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#### 1. VOLUME SIZE AND IDENTIFICATION

- A. Each volume of an application should not be more than 3 inches thick.
- B. The name and address of the applicant, the name of the drug, dosage form, and strength of the drug should be displayed on the front of the jacket of each volume.
- C. Please do NOT number the volumes. The Agency will number the volumes.
- D. All original abbreviated applications should be submitted in jackets. Small amendments or supplements not contained within jackets should be bound with fasteners (NO STAPLES) rather than by three-ring binders.

#### 2. JACKET COLOR AND ORDERING

- A. The volume jackets of the application should be color coded.

	<u>Color</u>	<u>Form Number</u>
Archival Copy	Blue	FDA 2626

Review Copy: (See Review Copy--Additional Guidance for further information.)

- |     |  |           |
|-----|--|-----------|
| (1) | Chemistry, Manufacturing and Controls (not containing Bio) |           |
|     | Red  | FDA 2626a |
| (2) | Bioavailability/Bioequivalence                             |           |
|     | Orange   | FDA 2626c |

Field Copy: (See Field Copy--Additional Guidance for further information.)

Burgundy	FDA 2626h
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- B. A limited number of jackets may be obtained free of charge by sending a Special Order form (obtained from CFPDC--see below) that states the form number (as shown above), quantity, name, address and telephone number of requestor to:

Consolidated Forms and Publications Distribution Center  
Washington Commerce Center  
3222 Hubbard Road  
Landover, Maryland 20785

Additional jackets, with the following specifications, may be purchased from a commercial source:

(1) Archival Copy

Polyvinyl type jacket .023 to .025 gauge  
Front cover: 9" x 11-1/2"  
Back cover: 9" x 12" with a full 1/2" tab along the top edge.  
Color: as stated above  
Hidden reinforced 1" hinges for front and back covers.  
Rounded outside corners for front and back covers.

(2) Review Copy

Extra-heavy paper jacket  
Front cover: 9" x 11-1/2"  
Back cover: 9" x 12" with a full 1/2" tab along the top edge.  
Color: as stated above  
Hidden reinforced 1" hinges for front and back covers.  
Rounded outside corners for front and back covers.

(3) Field Copy

Extra-heavy paper jacket  
Front cover: 9" x 11-1/2"  
Back cover: 9" x 12" with a full 1/2" tab along the top edge.  
Color: as stated above  
Hidden reinforced 1" hinges for front and back covers.  
Rounded outside corners for front and back covers.

### **III. PAPER SIZE AND QUALITY**

- A. Good U. S. standard quality bond, 8-1/2" x 11", loose leaf paper.
- B. Three-hole punched on left hand margin.
- C. One-inch margins to accommodate readability after binding and photocopying.
- D. Typing on both sides of paper is allowed if bleeding through the other side does not occur.
- E. Paper should accommodate photocopying.

### **IV. MAILING**

- A. The packing carton should identify the contents by:
  - Drug name
  - Applicant's name
  - Applicant's address
  - "Archival Copy Enclosed" or "Review Copy Enclosed" (or both)
- B. Mail abbreviated applications to:
  - Office of Generic Drugs
  - CDER, FDA
  - MPN II, HFD-600
  - 7500 Standish Place
  - Rockville, MD 20855
- C. Archival and review copies of abbreviated applications sent by overnight courier service or a parcel service should be sent to:
  - Office of Generic Drugs
  - CDER, FDA
  - Metro Park North II
  - 7500 Standish Place, Room 150
  - Rockville, MD 20855

## ATTACHMENT C

### SUGGESTED TABLE OF CONTENTS

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This suggested Table of Contents applies to an original abbreviated new drug application (ANDA). Although not all sections apply to an abbreviated antibiotic application (AADA), this table of contents may be adjusted to accommodate the specific needs of the AADA.

The page numbers shown, 1-214, are for illustrative purposes, only.

	<u>PAGE</u>
Section I. Signed Application Form (Recommended Form FDA 356h or Form FDA 3439; Original Signature) [314.94(a)(1)]	1
Section II. Basis for ANDA Submission [314.94(a)(3)] (Not applicable to AADA.)	10
Section III. Patent Certification [314.94(a)(12)] and Exclusivity Statement [314.94(a)(3)]	
Section IV. Comparison Between Generic Drug and Reference Listed Drug	30
1. Conditions of Use [314.94(a)(4)]	30
2. Active Ingredient(s) [314.94(a)(5)]	32
3. Inactive Ingredients as appropriate [314.94(a)(9)]	33
4. Route of Administration, Dosage Form, and Strength [314.94(a)(6)]	35
Section V. Labeling [314.94(a)(8)]	40
Section VI. Bioavailability/Bioequivalence [314.94(a)(7)]	50
1. <u>In Vivo</u> Study Protocol(s)	50
2. <u>In Vivo</u> Study(ies)	52
3. Request for Waiver of In Vivo Study(ies)	54
4. <u>In Vitro</u> Dissolution Data	56
5. Formulation Data (Comparison of all Strengths)	57
Section VII. Components and Composition Statements	60
Section VIII. Raw Materials Controls	70

1.	Active Ingredient(s)	70
a.	Synthesis listing manufacturer/ supplier (Type II DMF authorization letters)	72
b.	Certificate(s) of analysis specifications and test results from drug substance manufacturer(s)	75
c.	Testing specifications and data from drug product manufacturer(s)	76
d.	Spectra and chromatograms for reference standards and test samples	77
e.	Approved application for bulk antibiotic	78
2.	Inactive Ingredients [314.94(a)(9)]	79
a.	Testing specifications (including identification and characterization)	79
b.	Suppliers' certificates of analysis (specifications and test results)	80
3.	Standard Operating Procedures (SOP's)	81
a.	Qualification of vendors	82
b.	Acceptance criteria	83
c.	Retest schedule	84
d.	Storage	85
Section IX.	Description of Manufacturing Facility	90
1.	Full Address(es) of the Facility(ies) for the Manufacturing Process, Testing, and Stability Testing	90
2.	Brief Description of the Facility	91
3.	CGMP Certification	92
Section X.	Outside Firms Including Contract Testing Laboratories	100
1.	Full Address	100
2.	Functions	101

3.	CGMP Certification/GLP	102
Section XI.	Manufacturing and Processing Instructions	110
1.	Description of the Manufacturing Process (Including Microbiological Validation if Appropriate)	110
2.	Blank Batch Record(s) for Intended Production Runs with Equipment Specified	111
3.	Reprocessing Statement	112
Section XII.	In-Process Controls	120
1.	Copy of Executed Batch Record (AADA/Three Batches) with Equipment Specified, Including Packaging Records, Batch Reconciliation and Label Reconciliation	120
2.	In-process Controls	121
a.	Sampling plans and test procedures	121
b.	Specifications and data	122
Section XIII.	Packaging and Labeling Procedures	130
Section XIV.	Container	140
1.	Summary of Container/Closure System	140
2.	Components Specification and Test Data (Type III DMF References)	141
3.	Packaging Configuration and Sizes	142
4.	Container/Closure Testing	143
Section XV.	Controls for the Finished Dosage Form	150
1.	Sampling Plans and Test Procedures	150
2.	Testing Specifications and Data	151
Section XVI.	Analytical Methods (Two Additional Separately	160

Bound Copies if the Drug Substance  
and/or Drug Product are not USP Articles)

1.	Methods for Drug Substance	160
a.	Method validation	160
b.	Test specifications and data	161
2.	Methods for Drug Product	162
a.	Method validation	162
b.	Stability-indicating test data of samples undergone various stress conditions	163
c.	Test specifications and data	164
Section XVII.	Stability of Finished Dosage Form	170
1.	Protocol	170
2.	Post Approval Commitments	171
3.	Expiration Dating Period	173
4.	Stability Data Submitted	174
Section XVIII.	Control Numbers	180
1.	For Raw Materials	180
2.	For Production Batches	181
Section XIX.	Samples. [314.94(a)(10)]. Sample Availability and Identification of:	190
1.	Drug Substance	190
2.	Finished Dosage Form	191
Section XX.	Environmental Impact Analysis Statement [314.94(a)(9)]	200
Section XXI.	Other	210
1.	Reference to Previously Submitted Information [314.94(a)(11)]	210
2.	Literature Publication for Which English Translation is	212

3.	Submitted [314.94(a)(11)] Letters of Authorization (Two Copies)	214
----	--	-----